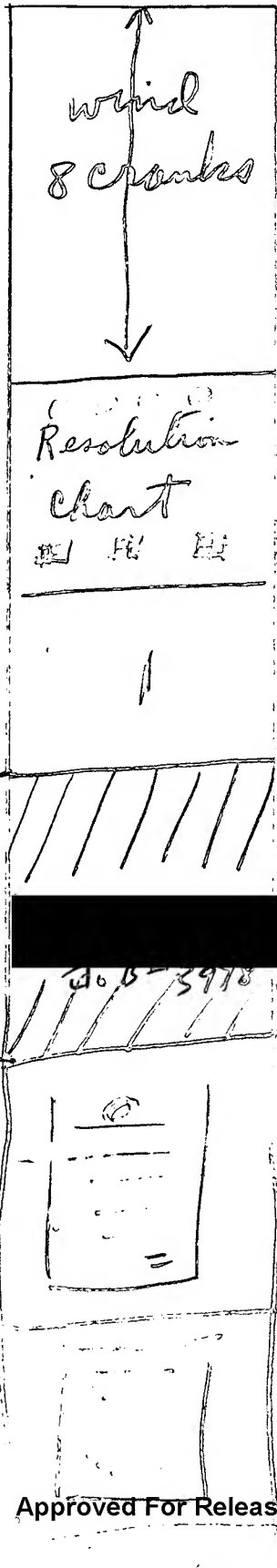


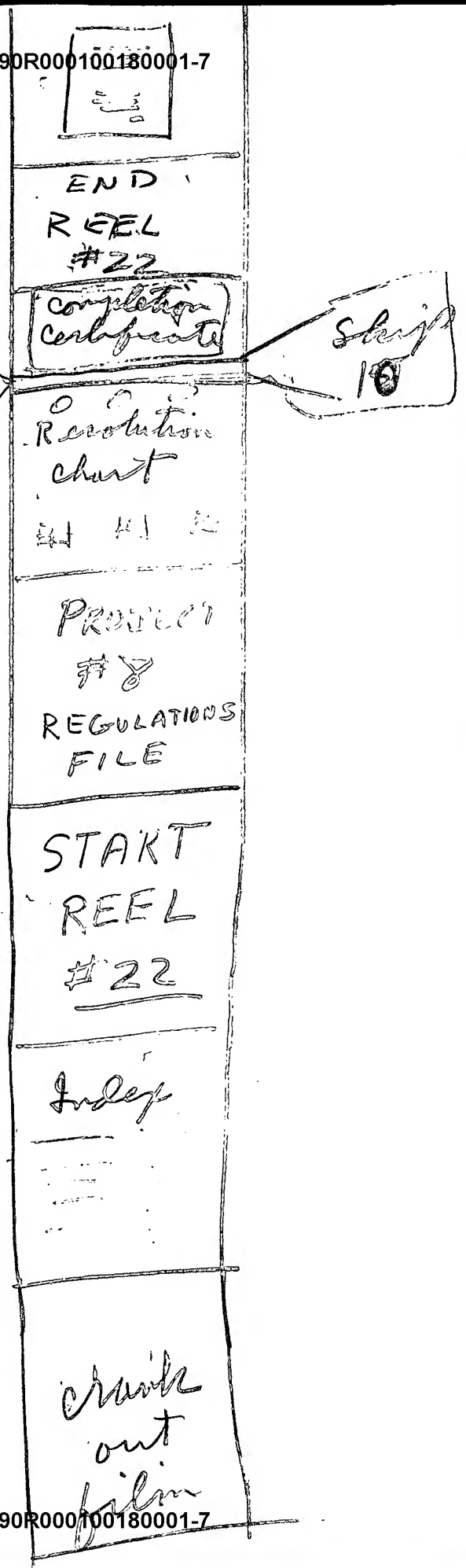
Hazel is recalling  
all old Microfilming  
forms used in the past.

We have created 3 new  
ones for the Regulations Project.

There are others we should  
create ~



ATINTL



26 February 1971

RE: Microfilm Procedures

I feel that if we are going to do an effective job in our (Rita's) evaluating and selecting of the right piece of equipment, she should be consulted by the component prior to their preparing of the 88.

She should also build up her library with extra copies of appropriate microfilm equipment.

I think it would be wise to prepare and issue a notice to all RMO's and Senior RMO's informing them of Rita's position.

And finally, Rita must be given more time to devote to this important task if we are charged with this responsibility.

My feeling is that PSD should have this responsibility. It requires a person with a wealth of technical experience and knowledgeable of the various types of equipment. We should be involved, not as technical officer, but only as a point of concurrence from a systems viewpoint.

Gerry

26 February 1971

SUBJECT: Microfilm Procedures

I feel that we (Rita) should get in on the ground floor when a microform project is being developed from the systems standpoint. In this, I mean normal maintenance and disposition, etc. We should learn all we can about microfilm. At the same time, I feel PSD should also be brought in early on the project. RAB and PSD can and should work jointly.

The Agency must use the best technical knowledge it has in the field of microfilming. PSD has the technical knowledge. STATINTL

ATINTL  
ATINTL  
In the days when [REDACTED] signed off on microfilm, [REDACTED]

[REDACTED] worked very closely together. In fact they would often go together. The same could happen here. This is the way Jim and I are working in the DDS area.

Oscar

STATINTL

STATINTL

Checked with [REDACTED] on Wednesday about disposal of hard copies after micro-filming. He said we should send him a Standard Form 115 for approval of the disposal of records.

Indicate classes of files being micro-filmed, state what's to be done with the film (kept or destroyed). Add a statement that microfilming will be made in accordance with standards proposed by NARS. (he said the stds being printed).

We can say - Destroy hard copy when assured that film is adequate. Dispose of film after xxx years or indicate that film is to be retained permanently.

If we have a citation for the disposal of the records we should cite it.

When Archives gets our request they will approve or disapprove and also evaluate the records for archival value. This last is one of the main reasons they want to get involved.

STATINTL

We can probably list several series of records we intend to microfilm and send forth on a Std Form 115 if we intend to comply with NARS regulation.

RD

RITA:

Please check the Schedule and  
discuss:

called  
STATINTL

on Mon 8 Mar 71

and said he would  
send a DCS memo  
asking approval to

destroy Hard copy of  
Intell Reports - (RAW)

(Process Copy goes to CRS Sys

to go into aperture card  
microfilm) (Printed  
copies go to CS)

These Intell Reports (RAW) are on  
Schedule as "Permanent"

Re Microfilm Procedures.

I too would like a clarification of what we are supposed to be doing about microfilming.

STATINTL Over the years [REDACTED] seemed to be the focal point on microfilm equipment and [REDACTED] of PSD were STATINTL in on the technicalities so far as filming and processing was concerned. In the past year anyone with any questions on microfilming or micro-film equipment have been consulting with [REDACTED] who appears to have STATINTL emerged as the most knowledgeable in the field. The Senior RMO's take him along to discuss the technical aspects of microfilming whenever a records officer asks about microfilming some records. I have felt that routing the Form 88 to us after all the details had been worked out, & approved by the proper officials in the office concerned is just a rubber stamp operation. This should be a Logistics task.

As Records Management we should be allowed to make the decision as to whether the office may convert from paper to microfilm. I think our areas of concern <sup>are</sup> ~~is~~ the documentation of events and operations, the length of time records need to be kept, establishing an office of record, Retention and disposal of records, and the preservation of archival records regardless of the media used.

We don't get involved in the kinds of typewriters offices use to type records so would we necessarily want to tell them what kind of microfilm reader they should get if Printing Services has already worked out the details with the requestor.

reviewing  
I'll be glad to continue/these requests if they should come to us but there are many throughout the agency that didn't pass thru here.

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1		2/24/71	[Signature]
2		2/26/71	[Signature]
3		3/12	[Signature]
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
<b>Remarks:</b>  Please review the attached note on the O/L requisition procedure for microfilm equipment.  <i>Please do not contact O/L on this. [Redacted] will visit his friend [Redacted] in LSD/O.L.</i>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
			25 Feb
UNCLASSIFIED		CONFIDENTIAL	SECRET



## MEMORANDUM FOR THE RECORD

DATE

25 Feb. 1971

SUBJECT

Microfilm Equipment Requisitions Procedures

FILE NUMBER

ATINTL Today I was informed by [REDACTED] that he had [REDACTED] do a Survey on the procedure used by O/Logisitics, Supply Division, Control & Distribution Branch in processing the requisitions they receive for Microfilm equipment. STATINTL

ATINTL Len. spoke to [REDACTED] This is the procedure she explained they use:  
They send each requisition to the Directorate I.P.Coordinator, who signs off.  
When she gets it back she sends it to Printing Services. They Sign off.  
When she gets it back she sends it to Procurement for purchase.  
Len asked her when she sends it to Records Management for review.  
She said "Oh Yes, I think we sometimes send it to [REDACTED] for review." STATINTL

ATINTL STATINTL

[REDACTED] wanted to know why we did not know of this neglect of [REDACTED]  
He intends to go and see Logistics Supply Division and ask about it.  
He wants to know if we can handle a flood of microfilm equipment requests.

I said I was not surprised that O/L was not following the regulations.  
I said we had more than enough to do and were not going out looking for work.  
I said the Records Officers and Senior RMOs have been told at each Conference and meeting that they must send requisitions from the component, thru the Senior RMO, and then to us for final review and sending of it to O/L.

If you have any answers about this procedure that is different I would like to be informed today.

If you have any ideas about improving this situation, I'd like to have it too. STATINTL

OFFICE AND TITLE

SIGNATURE